**** Please note that this conversion is only for Foothill College classified, management and staff, this conversion does not include faculty ****

Dear Foothill College users:

You will be converted to the new Outlook/Exchange mail calendar system on <u>Friday, June 29 starting at 6 pm (this Friday)</u>.

Here are some of the things you need to be aware of during this conversion:

1. Your old email system will stop working at 6 pm, Friday, June 29, 2012. You **will not have access to the mail system** during the conversion.
2. We will communicate to you about your conversion status at this link: http://ets.fhda.edu/exchange when we finish the conversion, the status will be changed from **<u>In Progress</u>** to **<u>Complete</u>**.
3. Once the conversion is completed, if you have not logged into My Portal this week, you should immediately login to Banner MyPortal, this login action will sync up your Portal ID and password to the new Exchange System.
4. Go to the link: email.fhda.edu and login to the new Outlook/Exchange system, <u>your login ID and password is the same one you use to login to Myportal.</u>
5. If you forget your MyPortal password, follow the link at MyPortal sign in page to reset your password, once you reset your Banner password, your Outlook/exchange password will be reset also.
6. Do not forget to attend the post conversion meeting scheduled for you => **Thursday July 5th, 2012   2:30 to 3:30 PM – FH D270**
7. You should continue use Meeting Maker until July 15, 2012 after everyone is converted to the new system.

Thank you!

Chien

<u>Available training classes and training materials after your conversion:</u>

<u>Drop-In Labs</u>
Sign-ups not required. Just show up with your questions.

These are hands on practice sessions with trainer available to help you if you have difficulties, this is not mandatory, but you are welcome to take advantage of it.

Monday - July 2nd 1:00 PM to 5:00 PM Foothill D270
Tuesday - July 3rd 1:00 PM to 5:00 PM De Anza LCW 16 (Prof Dev Lab)

Please review the most current training sessions offered at this link:

http://ets.fhda.edu/call_center/OutlookGuides

Training Materials – posted on [Exchange - Outlook Guides webpage](#).
You will find the below information on this web site

 Microsoft Videos
a.   Search Mailbox
b.   Set up Redirect Rule
c.   Calendar
d.   Setting up Mobile Device
2.   Brockport College Videos (8 total)
3.   FAQ
4.   Getting Started with OWA
a.   Email Quick Start Guide
b.   Calendar Quick Start Guide
c.   Mobile Device Setup Guide
d.   Contacts Quick Start Guide (coming soon)
e.   Crosswalk – moving from Eudora/Thunderbird to Outlook (coming soon)
5.   Microsoft OWA training links
a.   E-Mail
         i.   Creating a Message
        ii.   Basic Tasks in Outlook
       iii.   Inbox Rules
       iv.   Searching
b.   Calendar
c.   Contacts
d.   Options
6.   Mobile Device Setup

Chien Shih
Director of IT and Operations
Foothill-De Anza Community College District
Sent from Outlook Web Application (OWA)
Go live July, 2012
Email: shihchien@fhda.edu
mail calendar project web site: http://ets.fhda.edu/exchange